

APPENDIX F ACO REPORTING REQUIREMENTS

This Appendix summarizes certain reporting requirements described in the Contract. This summary does not supersede contract language nor does it capture all possible report requests as part of the Readiness Review. EOHHS may update these requirements from time to time. The Contractor shall submit corresponding Certification Checklists of all reports/submissions listed in **Appendix F** within the timelines specified herein. The Contractor may include a narrative summary to reports/submissions and may include graphs that explain and highlight key trends.

For all of the reports listed below, unless otherwise specified, if the Contractor meets the target for a given report, the Contractor shall only complete a short narrative description on the report cover sheet. For any report that indicates that the Contractor is not meeting the target, the Contractor shall submit a detailed narrative that includes the results, an explanation as to why the Contractor did not meet the target, and the steps the Contractor is taking to improve performance going forward.

The Contractor shall provide all Reports in the form and format required by EOHHS and shall participate with EOHHS in the development of detailed specifications for these reports. These specifications shall include benchmarks and targets for all reports, as appropriate. Targets shall be changed to reflect improvement in standards over time.

All exhibits referenced herein pertain to **Appendix F**, unless otherwise noted. Such exhibits set forth the form and format the Contractor shall use for each report below. These exhibits shall be provided to the Contractor and may be updated by EOHHS from time to time. EOHHS shall notify the Contractor of any updates to the exhibits.

Reporting Deliverable Schedule

1. **Same Day Notification (Immediate Notice Upon Discovery):** Deliverables due the same day as discovery. If the incident occurs on a Saturday, Sunday, or state or federal holiday, the notice is due the next business day.
2. **Next Day Notifications:** Deliverables due the next day. If the incident occurs on a Saturday, Sunday, or state or federal holiday, the notice is due the next business day.
3. **Two Business Days Notification:** Deliverables due in two business days
4. **Weekly Deliverables:** Deliverables due by close of business/COB on Fridays
5. **Within 7 Calendar Days of Occurrence Notification:** Deliverables due within seven calendar days of occurrence. If the incident occurs on a Saturday, Sunday, or state or federal holiday, the notice is due within 7 calendar days of the next business day.
6. **No later than 30 days prior to execution:** Deliverables due thirty days prior to implementation for review and approval by EOHHS.
7. **Monthly Deliverables:** Deliverables due on a monthly basis, by the fifth business day of the month, following the month included in the data, unless otherwise specified by EOHHS.
8. **Quarterly Deliverables:** Deliverables due on a contract year (CY) quarterly basis, by the last business day of the month following the end of each quarter, unless otherwise specified.

CY Quarter 1: January 1 – March 31
CY Quarter 2: April 1 - June 30
CY Quarter 3: July 1 – September 30
CY Quarter 4: October 1 – December 31
9. **Semi-Annual Deliverables:** Deliverables due by the last business day of the month following the end of the reporting period, unless otherwise specified. The semi-annual reporting periods are as follows:

January 1 – June 30
July 1 – December 31
10. **Annual Deliverables:** Deliverables due by the last business day of the month following the end of the reporting period, unless otherwise specified (Contract Year: January 1 -- December 31)
11. **Ad Hoc Deliverables:** Deliverables are due whenever the Contractor has relevant changes or information to report, or upon EOHHS request related to Behavioral Health, Contract Management, and Quality deliverables as applicable.

A. Report and Compliance Certification Checklist: **Exhibit C-1**

At the time of first quarterly submission and subsequently thereafter - The Contractor shall list, *check off*, sign and submit a Certification of Data Accuracy for all Contract Management, Behavioral Health, and Quality reports/submissions, certifying that the information, data and documentation being submitted by the Contractor is true, accurate, and complete to the best of the Contractor's knowledge, information and belief, after reasonable inquiry.

B. Contract Management Reports

ACO Contract Exhibit Number	Name of Report	Deliverable Frequency
CM-1	ACO Organization and Key Personnel Changes	Ad-Hoc
CM-2	Member Education and Related Orientation, Outreach Materials	Ad-Hoc
CM-3	Copy of Press Releases (pertaining to MassHealth line of business)	Ad-Hoc
CM-4	Fraud and Abuse Notification (within 10 days) and Activities	Ad-Hoc
CM-5	Pre-Distribution Marketing Material Approval	60 days prior to publication
CM-6	Statement of Marketing Plans and Materials	Annually
CM-7	BH Community Partner Report	As specified by EOHHS
CM-8	LTSS Community Partner Report	As specified by EOHHS

C. Behavioral Health Reports

ACO Contract Exhibit Number	Name of Report	Deliverable Frequency
BH-1	Members Boarding in Emergency Departments	Daily

D. Quality Reports

ACO Contract Exhibit Number	Name of Report	Deliverable Frequency
Q-1	Clinical Quality Measures (set forth in Appendix Q)	No later than 30 days after receipt of request